## KANSAS 4-H VOLUNTEER SCREENING APPLICANT STEPS



1. Login to your 4-HOnline family account, and add yourself as a new family member if you haven't already done so. If your family has never used 4-HOnline, you will need to create a new family account before creating an adult profile for yourself.

Resources available on Kansas4-H.org:

Resources > 4-H Online Family Resources > Enrollment Guides > New Adult Volunteer Enrollment

- 2. Complete the Kansas 4-H Volunteer Orientation in person through your local Extension office. (Should an in person training be unavailable, training should be completed on 4-HOnline immediately after Local Extension Unit approval.)
- 3. After completing the Kansas 4-H Volunteer Orientation, notify your local Extension office about completing the training and schedule an interview appointment.
- 4. Upon completing the interview, the local Extension office will provide information for the required criminal background check.
- 5. Local Extension office will compile information and submit your application for board approval.
- 6. The local Extension office will send a letter concerning volunteer status and appointment for 4-H work and update status within the Kansas 4-HOnline Enrollment System



Updated 5/2025

